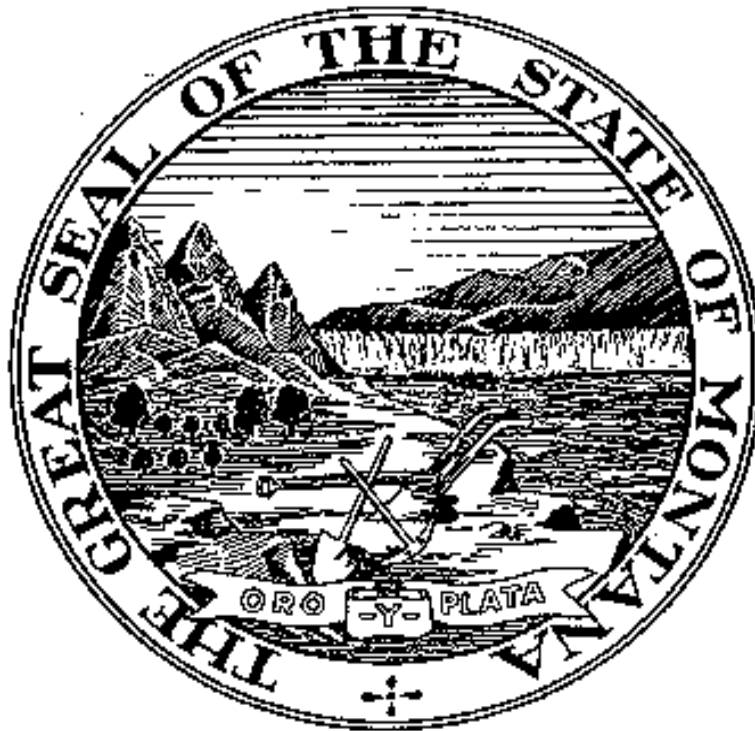


**HAZARD COMMUNICATION
WRITTEN PROGRAM
29 CFR 1910.1200**

Occupational Safety & Health Bureau



Montana Department of Labor & Industry

Prepared for Montana Employers
by the

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WRITTEN HAZARD COMMUNICATION PROGRAM
29 CFR 1910.1200

General

The following written hazard communication program has been established for _____. A copy of the Hazard Communication program will be available in the _____.

The purpose of this notice is to inform you that our company is complying with the OSHA Hazard Communication Standard, Title 29 Code of Federal Regulations 1910.1200, by compiling a hazardous chemicals list, by using MSDSs, by ensuring that containers are labeled, and by providing you with training. _____ will review and update the plan as necessary.

Copies of the OSHA Hazard Communication Standard 29 CFR 1910.1200 are available in the _____. Under this program you will be informed of the contents of the Hazard Communication Standard, the hazardous properties of the chemical with which you work, safe handling procedures, hazard material labeling, and measures to take to protect yourselves from these chemicals.

1. Container Labeling

_____ will verify that all containers received for use by the company will be clearly labeled. Labels will include at least the following items:

1. A warning statement, message, or symbol
2. The product name
3. Manufacturer's name and address

No containers will be released for use until the above data is verified. If you transfer chemicals from a labeled container to another container that is only intended for your immediate use, no labels are required on the portable container. However, if chemicals are transferred to a secondary container for long term use (more than a single shift), or more than one person is going to use the chemical, the proper label must be transferred.

2. Material Safety Data Sheets

MSDSs provide you with specific information on the chemicals you use. _____ will maintain a binder with the hazard communication program in the _____ at the job-site and at the _____, with an MSDS for every substance on the list of hazardous chemicals. MSDSs will be available for review to all employees during each work shift and location. Copies will be available upon request.

_____ is responsible for acquiring and updating MSDSs. _____ will contact the suppliers if additional research is necessary or if an MSDS has not been supplied with an initial shipment or purchase.

3. Employee Training and Information

Everyone who works with or may be exposed to hazardous chemicals will receive initial training on the Hazard Communication Standard and the safe use of those hazardous chemicals by _____. Whenever a new hazard is introduced, additional training will be provided. Regular safety meetings will be conducted and hazardous materials used will be discussed. The training plan for Hazard Communication will include:

- Summary of the standard and this written program.

- Chemical and physical properties of hazardous materials used (e.g., flashpoint, reactivity) and methods that can be used to detect the presence or release of chemicals (e.g., smell, appearance, monitors).
- Physical hazards of materials (e.g., potential for fire, etc).
- Health hazards, including signs and symptoms of exposure and any medical condition that may be aggravated by exposure to the chemical.
- Procedures used to protect against hazards (e.g., personal protective equipment required and its proper use and maintenance; work practices or methods to assure proper use and handling of chemicals; and procedures for emergency response).
- Work procedures to follow to assure protection when cleaning hazardous chemical spills and leaks.
- Where MSDS are located, how to read and interpret the information on labels and the MSDS, and how employees may obtain additional hazard information.
- An explanation of the labeling system and how to read and understand MSDSs.

Employees are required to sign and date the training roster and be evaluated on their knowledge of the training sessions.

4. Non-Routine Tasks

If you are required to perform hazardous non-routine tasks (e.g., cleaning tanks, entering confined spaces, etc.), a special training session will be conducted to inform you of the hazardous chemicals you may be exposed to and precautions that should be used to protect yourself.

5. Multi-Employer Worksites

_____ will provide other employers on multi-employer worksites with information about labeling systems, material safety data sheets and precautionary measures where the other employers have their employees potentially exposed to this employers chemicals.

6. Contractor Employees

_____ will advise outside contractors in person of any chemical hazards that may be encountered in the normal course of their work on the premises, the labeling system in use, the protective measures to be taken, and the safe handling procedures to be used.

In addition, _____ will notify these individuals of the location and availability of MSDS. Each contractor bringing chemicals on-site must provide us with the appropriate hazard information on these substances, including the labels used and the precautionary measures to be taken in working with these chemicals.

7. List of Hazardous Chemicals

_____ will make a list of all hazardous chemicals and related work practices used and will update the list as necessary. Our list of chemicals identifies all of the chemicals used in our usual work practices. The list will identify the corresponding MSDS for each chemical.

LIST OF HAZARDOUS CHEMICALS AND INDEX OF MSDS

[illegible]